

**THE ASSOCIATED STUDENT BODY  
OF  
SANTA MARGARITA CATHOLIC HIGH SCHOOL  
CONSTITUTION**

**PREAMBLE**

WE THE STUDENTS of Santa Margarita Catholic High School, to fulfill our desires toward a more efficient and effective student government, promoting equal representation and improving relationships of all students of Santa Margarita Catholic High School, do hereby establish this Constitution as the chief governing instrument of the Associated Student Body of Santa Margarita Catholic High School.

**ARTICLE I: NAME**

The name of this organization shall be the Associated Student Body (ASB) of Santa Margarita Catholic High School.

**ARTICLE II: PURPOSE**

The purpose of this organization shall be to:

- A. Unify the students of SMCHS and promote the general welfare of our school.
- B. Aid the administration of our school including law and order.
- C. Promote a positive, faith community with varied activities for our school and students.
- D. Instill a positive school climate.
- E. Develop in our students a growing appreciation of the privileges of participation in a democratic school system.
- F. Promote in all ways the best interests of our school.

**ARTICLE III: MEMBERSHIP**

- A. All students of the school shall be members.
- B. No member of this association shall be required to pay dues as a prerequisite to membership; however, to obtain special benefits, privileges and discounts, or to belong to subordinate groups, organizations and activities sponsored by the ASB, a SMCHS student must have the SMCHS ID card to carry at all times. The SMCHS ID must be ready to be presented at all school functions.

**ARTICLE IV: LEGISLATIVE POWERS**

The legislative powers of the ASB shall be vested in the ASB Cabinet.

## **ARTICLE V: OFFICERS OF THE ASB CABINET**

The ASB Cabinet shall be composed of the ASB Advisors, duly elected officers and appointed commissioners of the Associated Student Body of Santa Margarita Catholic High School.

- A. The elected members of the cabinet (Officers) shall be made up of the ASB and Senior:
  - President
  - Vice President
  - Secretary
  - TreasurerAs well as the Junior, Sophomore and Freshman:
  - President
  - Vice President
  - Secretary
  - Representative
- B. The Activities Director may appoint commissioners to the cabinet (Commissioners) at their discretion.
- C. Junior, Senior and ASB Officers shall be elected annually and shall serve for one calendar year.
- D. Freshman Officers will be elected during the second semester of their freshman year and will serve as Freshman and Sophomore Officers.
- E. Commissioners and Class Representatives shall be appointed annually and shall serve for one calendar year.

## **ARTICLE VI: QUALIFICATIONS FOR OFFICE OF THE ASB EXECUTIVE CABINET**

An SMCHS Officer or Commissioner must:

- A. Be a full time SMCHS Student.
- B. Have at least a 2.75 GPA (accumulative).
- C. Have the approval of the Activities Director.
- D. Be in good standing with the Discipline Office (no more than 10 demerits).
- E. Follow all codes of student conduct and behavior and while in office not be subject to any administrative disciplinary action (behavior or attendance).
- F. Be responsible for all work missed while gone from class on ASB business.
- G. Be an exemplary good citizen in and out of school.
- H. The ASB president must be a member of the Senior class and have one year of experience in ASB before the elections.
- I. The ASB Vice President, Secretary and Treasurer must have one year of ASB experience.
- J. Two members of the Executive Cabinet will be appointed to lead morning and afternoon prayer.
- K. Be involved in ASB the year preceding the ASB Executive term.

## **ARTICLE VII: DUTIES OF THE ASB EXECUTIVE CABINET**

- A. Lead morning and afternoon prayer.
- B. Create, delegate, lead and oversee projects for the purpose of improving campus life.
- C. Draft and approve meeting agendas.
- D. Foster a spirit of collaboration and unity among all officers.
- E. Establish and keep in mind goals for the school year.

## **ARTICLE VIII: DUTIES OF CABINET MEMBERS AND COMMISSIONERS**

1. As members of the Associate Student Body Cabinet, each of the elected officers shall have the following duties and responsibilities:
  - A. ASB President:** This officer should serve as an advocate for all students and ensure that all leadership projects are aligned with the team's overall goals. Some specific responsibilities include:
    - I. Attending Executive Cabinet meetings.
    - II. Having an awareness and understanding of all student activities.
    - III. Facilitating Executive Cabinet.
    - IV. Holding monthly ASB officer and commissioner discussions.
    - V. Attending and participate at all SM activities.
    - VI. Ensuring that the ASB officer team effectively communicates and works well together.
    - VII. Maintaining an open ear to the SM community.
    - VIII. Presenting two State of the School addresses.
    - IX. Meeting with administration periodically.
    - X. Completing all tasks assigned by the Activities Director, Asst. Activities Director, and the Activities Secretary.
    - XI. Overseeing and directing commissions ensuring work is being done and progress is made.
    - XII. Establishing office hours each week during one lunch period.
  - B. ASB Vice President:** This officer serves to support the ASB President and advocates a wide range of student involvement and incorporation into school-wide functions. Some specific responsibilities include:
    - i. Attending Executive Cabinet meetings.
    - ii. Facilitating Leadership Council and ASB meetings when ASB president is not present.
    - iii. Overseeing all elections.
    - iv. Managing and coordinating all leadership bonding events.
    - v. Attending and participating at all SM activities.
    - vi. Promoting representation and incorporation of a wide range of students.
    - vii. Meeting with administration periodically.
    - viii. Completing all tasks assigned by the Activities Director, Asst. Activities Director, and the Activities Secretary
  - C. ASB Secretary:** This officer's primary role is to improve the communication between the officers and the commissioners. Some specific responsibilities include:
    - i. Attending leadership council meetings.
    - ii. Managing and emailing minutes for Leadership Council to ASB and Class officers and making minutes available for public inspection.
    - iii. Overseeing that invitations and thank-you notes are distributed for all appropriate events.
    - iv. Attending and participate at all SM activities.
    - v. Managing and updating the ASB web site.
    - vi. Keeping a notebook of all ASB activities and communication for entire year.
    - vii. Meeting with administration periodically.
    - viii. Coordinating ASB marketing for all events.
    - ix. Complete all tasks assigned by the Activities Director, Asst. Activities Director, and the Activities Secretary

- D. ASB Treasurer:** This officer ensures that student finances are sound and that a budget is put together for each event. Some specific responsibilities include:
- i. Attending leadership council meetings.
  - ii. Budgeting ASB expenditures for major ASB activities.
  - iii. Presenting a thorough breakdown after an event of the budget for that activity.
  - iv. Attending and participate at all SM activities.
  - v. Finding alternate ways through fundraising to increase income without charging students through activities.
  - vi. Handling the income at events such as valentine store, dances, candy grams, pictures with Santa.
  - vii. Meet with administration periodically.
  - viii. Complete all tasks assigned by the Activities Director, Asst. Activities Director, and the Activities Secretary
- E. Class Presidents:** This officer should serve as an advocate for all students and ensure that all class projects and activities are aligned with the class officers' overall goals. Some specific responsibilities include:
- i. Attending leadership council and class officer meetings.
  - ii. Attending all class activities.
  - iii. Facilitating class officer meetings.
  - iv. Having an awareness and understanding of all class activities and being aware of general student body activities.
  - v. Overseeing the funding of a class gift.
  - vi. Ensuring that the Class officer team effectively communicates and works well together.
  - vii. Taking an active role in planning all class activities.
  - viii. Representing the perspectives of his or her class at ASB meetings.
  - ix. Promoting and creating class spirit as well as class events.
  - x. Budgeting spirit merchandise expenditures and profits for the year based on class goals.
  - xi. Complete all tasks assigned by the Activities Director, Asst. Activities Director, and Activities Secretary.
- F. Class Vice Presidents:** This officer serves to support the Class President. In addition, their primary responsibility is to organize the Class Meetings. Some specific responsibilities include:
- i. Attending leadership council and class officer meetings.
  - ii. Attending all class activities
  - iii. Facilitating class officer meetings when class president is not present.
  - iv. Finding participants for all class competitions.
  - v. Overseeing class and ASB communication.
  - vi. Creating spirit by providing participants for Eagle Pack.
  - vii. Promoting representation and incorporation of a wide range of students.
  - viii. Taking an active role in planning all class activities.
  - ix. Complete all tasks assigned by the Activities Director, Asst. Activities Director, and Activities Secretary.
- G. Class Secretaries:** This officer's primary role is to improve the communication between the Class officers and the students of their class. Some specific responsibilities include:
- i. Attending leadership council and class officer meetings.
  - ii. Attending all class activities

- iii. Managing and emailing minutes for Class officer meetings to Class advisors, ASB advisors, and commissioners.
- iv. Ensuring that a class social media account is maintained and updated.
- v. Ensuring that invitations and thank-you notes are made for all appropriate events.
- vi. Keeping a notebook of all class activities and communication for entire year.
- vii. Taking an active role in planning all class activities.
- viii. Complete all tasks assigned by the Activities Director, Asst. Activities Director, and Activities Secretary.

**H. Class Representatives:** Some specific responsibilities include:

- i. Attending Executive Cabinet meetings and class officer meetings.
- ii. Attending all class activities.
- iii. Promote and sell spirit merchandise.
- iv. Serving as support for commissions and class officers.
- v. Fulfilling all projects assigned by the Executive Officers.
- vi. Taking an active role in planning all class activities.
- vii. Complete all tasks assigned by the Activities Director, Asst. Activities Director, and Activities Secretary.

2. Duties of Commissioners

As members of the Associate Student Body Executive Cabinet, each of the appointed commissioners shall have duties and responsibilities assigned to them by the Activities Director. Additional Commissioner assignments may be added by the Activities Director.

**A. Commissioner of Activities**

- i. Be directly responsible for the class competition program during lunch and at assemblies. Coordinate with the Commissioner of Spirit and Class Representatives to meet this duty.
- ii. Be directly responsible for Lunchtime Activities
- iii. Assist with Back to School Orientation and produce WEESK
- iv. Oversee and bring to campus awareness campaigns (i.e. Start With Hello, Red Ribbon Week, Catholic Schools Week, Say Something Week, etc.).
- v. Provide a "year at a glance" plan to the Activities Director for the class competition program before the first day of school.
- vi. Develop plan for rewarding student loyalty, including operating any related software (i.e. 5 Star).
- vii. Be responsible for designing and maintaining a class competition chart (physical or digital) showing the current standings of each class.
- viii. Act as the chairperson of the Activities Committee. Set a pre-approved agenda and keep minutes from the meeting in a notebook.
- ix. Coordinate and plan all activities associated with Homecoming. Co-chair the Homecoming committee with the Commissioner of Special Events.

**B. Commissioner of Special Events**

- i. Be directly responsible for all aspects of school dances (including Back to School Dance, Homecoming Dance, Winter Formal, Clash of the Classes Dance, Prom).
- ii. Be directly responsible for all aspects of school socials (including Worship Concert, Fall Social and Winter Social).

- iii. Act as the chairperson of the Special Events Committee. Prepare a pre-approved agenda and record minutes at the meetings. Place the agenda and the minutes in a notebook.
- iv. Coordinate and plan all activities associated with Homecoming. Co-chair the Homecoming ad-hoc committee with the Commissioner of Activities.
- v. Attend and actively participate in the following committees: Special Events Committee (chair), Homecoming committee (co-chair), plus any other committee determined necessary by the Activities Director.
- vi. Assist publicity with advertising for the chances and come up with advertising strategies in order to get your dance information public.

### **C. Commissioner of Spirit**

- i. Be directly responsible for all aspects of Spirit Weeks.
- ii. Be directly responsible for all aspects of the production of pep rallies and assemblies.
- iii. Hold Spirit committee meetings with interested members of ASB to think of new and creative ideas for rallies and assemblies, plan and prepare for upcoming rallies, and evaluate previous ones.
- iv. Draft a final script at least two weeks prior to each Pep Rally.
- v. Uphold SMCHS traditions and establish new ones where appropriate.
- vi. Attend and actively participate in the following committees: Spirit committee (chair), Publicity committee, Activities committee, Special Events committee, plus any other committee determined necessary by the Activities Director.
- vii. Hold Spirit Committee meetings with interested faculty and administration to think of new and creative ideas for rallies and assemblies, plan and prepare for them, and evaluate previous ones.
- viii. Take all action necessary to plan, prepare, and execute all pep rallies and assemblies.
- ix. Coordinate and develop new ways to increase school spirit at all school events and sporting events, including choosing and utilizing the school mascots.

### **D. Commissioner of Technology**

- i. Responsible for operating A/V technology for Events.
- ii. Responsible for programming intelligent lighting in gym (training will be available).
- iii. Responsible for live Audio Mixing.
- iv. Operate gym video boards for events.
- v. Maintain school marquee with appropriate content.
- vi. Attending Executive Cabinet meetings and class officer meetings.

### **E. Commissioner of Video**

- i. Creating videos for events, school campaigns, promotions, etc.
- ii. Creating content for ETV2.0
- iii. Attending Executive Cabinet meetings and class officer meetings.

### **F. Commissioner of Marketing**

- i. Maintaining Digital Signage
- ii. Social Media Advertising for ASB Events
- iii. Organize ETV Walk-On Announcements

- iv. Be directly responsible for the effective marketing and publicity of all ASB activities and events such as dances, pep rallies, class competitions, special events, athletics, etc.
- v. Act as chairperson for the Publicity committee which meets twice a month. Keep pre-approved agendas and minutes of each meeting in a notebook. Include in this committee the commissioners of Activities, Special Events, News/Media, Community relations, Athletics, Spirit, Campus Clubs, and the Class Presidents.\
- vi. Be directly responsible for the accuracy of all publicized information by ASB. Work with the ASB President, the Activities Director, and the Associate Activities Director to develop a system whereby publicity information is transferred accurately and timely to the Commissioners of Athletics for sports information, Community Relations for communications to local newspapers and media, News/Media & Video for ETV commercials and newsletter information, and the Class Presidents for distribution to the classes.
- vii. Be directly responsible for the management and maintenance of the publicity/marketing supplies owned by ASB. This includes developing a system whereby groups can borrow supplies, keeping an accurate inventory of supplies, and ordering supplies when necessary.
- viii. Attend and actively participate in the following committees: Publicity committee (chair), Activities/class competition committee, Special Events committee, Inter Club Council, Homecoming committee, Spirit committee, plus any other committee determined necessary by the Activities Director.
- ix. Assist with the morning announcements over the PA, as directed.
- x. Be responsible for creating a marketing plan for ASB.

#### **G. Commissioner of Digital Media and Communications**

- i. Compile and submit entries to Eagle Update.
- ii. Compile and send out daily morning announcements.
- iii. Be directly responsible for updating various SMCHS webpages.
- iv. Assist the Commissioner of Clubs and Campus Organizations in making it possible for students to join and learn more about clubs online.
  - v. Work with the Commissioner of Marketing to publicize events online.
- vi. Be directly responsible for the design of ASB clothing and other miscellaneous ASB items as directed by ASB members, and/or the ASB Director.
- vii. Assist in Campus Store as requested.
- viii. Assist the ASB Director with Christmas Breakfast and the end of the year ASB banquet. A general plan for the banquet must be presented to the ASB Director prior to the close of first semester.
- ix. Create and end-of-the year video for all ASB members documenting the past year.
- x. Be directly responsible for documenting all SMCHS events/Activities via any form of digital media.
- xi. Assist Commissioner of Video Technology with set up and execution of video equipment for any activities deemed necessary by the commissioner of Video Technology.

#### **H. Commissioner of Orientation**

- i. Must also be a Link Crew Leader
- ii. Attend All Orientation Events
- iii. Coordinate Transfer Orientation after Christmas Break
- iv. Meet, guide, and welcome all transfer students throughout the year

- v. Attending Executive Cabinet meetings and class officer meetings.

### **I. Commissioner of Community Relations**

- i. Represents ASB at community and campus events
- ii. Attends Welcome Wagon
- iii. Attends Swallow's Day Parade
- iv. Attends Conference on Business and Ethics
- v. Attends TACSC
- vi. Responsible for any outreach to the community surrounding SMCHS
- vii. Act as liaison between the community and the school in all activities. Seek the necessary information from the commissioners of Publicity, News & Media, Club and Campus Organizations, Athletics, and any other applicable commissioners.
- viii. Act as liaison between ASB and Campus Ministry/Peer Ministry.
- ix. Organize and coordinate all public service activities with assistance from appropriate clubs (i.e. blood drives, ribbon weeks, United Way, Pennies for Patients, MLK day, etc.).
- x. Assist with organizing and coordinating all public service activities with assistance from appropriate clubs (ie. Blood drives, ribbon weeks, fundraisers, food/clothing/toy drives.)

### **A. Commissioner of Faculty and Staff Relations**

- i. Act as the chairperson for the Education committee to provide an avenue of communication between students, teachers, parents, and staff. Meet at least once a month. Prepare a pre-approved agenda and record minutes at the meeting. Place the agenda and the minutes in a notebook.
- ii. Be directly responsible for all aspects of the "Student of the Month" program.
- iii. Implement and oversee Eagle Pal program.
- iv. Be directly responsible for all aspects of Teacher and Staff Appreciation including Teacher Appreciation week and Secretaries day.
- v. Arrange and help coordinate students who need academic assistance with those who can help them through a peer tutorial program.
- vi. Attend and actively participate in the following committees: Education Committee (chair), plus any other committee determined necessary by the Activities Director.

### **K. Commissioner of Athletics**

- i. Arrange and maintain a spirited intramural athletic program and run a program every 2 months, e.g. kickball, dodgeball, frisbee golf, ping pong tournaments, basketball, volleyball, hackey sack, etc... Provide a "year at a glance" plan to the Activities Director for the intramural athletic program before the first day of school.
- ii. Develop a system to monitor the athletic information that is publicized through ASB channels (i.e., newsletter, marquee, posters, news releases, etc...), making sure the information is accurate and each sport is given adequate representation. Submit well in advance dates, times, and places of significant athletic events to the ASB Secretary for wall calendar.
- iii. Work with the Commissioner of Spirit and coaches in arranging the participation of athletic teams at pep rallies.
- iv. Be responsible for maintaining Athlete of the Month for boy's and girl's sports. Devise a system of obtaining the names of the athletes and reasons for nomination. Publish certificates and distribute to the selected athletes.



- v. Arrange for ASB members to attend one “Game of the Week” for every sport in “Spirit Wear”.
- vi. Must run and maintain Eagle Pack and The Nest in a way that the whole school can be a member of.

#### **L. Commissioner of Arts**

- i. Student liaison to Visual/Performing Arts departments
- ii. Be directly responsible for coordinating publicity for the fine arts programs at SMCHS. Programs include, but are not limited to, drama, choir, band, photography, dance, and two-dimensional art, 3D art, etc.
- iii. Coordinate 5 Star/Clash of the Classes integration with Arts events.
- iv. Attending Executive Cabinet meetings and class officer meetings.

#### **M. Commissioner of Clubs and Campus Organizations**

- i. Attending Executive Cabinet meetings and class officer meetings.
- ii. Be directly responsible for all campus clubs and organizations. This duty includes the updating of official records, maintaining membership information, keeping files current, tracking club activity, acting as a liaison between campus organizations and the resources ASB can provide (funds, publicity, tech equipment, facilities, props, etc...), and communicating with the organizations.
- iii. Work with the ASB Treasurer to assist campus organizations with fundraising efforts and the proper accounting of student body funds.
- iv. Act as chairperson for the Inter Club Council and hold monthly meetings with all appropriate campus organizations. This duty includes setting the written agenda prior to the meeting and keeping the minutes in a notebook.
- v. Keep a calendar of all activities of campus organizations and coordinate with ASB calendar kept by the ASB Secretary.
- vi. Be directly responsible for “Club Rush” and “Multicultural Fair”
- vii. Be directly responsible for all aspects of Multi-cultural week. Place the desired week on the calendar before the beginning of the school year. Present a plan of events to the Activities Director at least 3 weeks in advance.
- viii. Attend and actively participate in the following committees: Inter Club Council (chair), Publicity committee, Fundraising committee, plus any other committee determined necessary by the Activities
- ix. Communicate with all club presidents and publicize ICC meetings and dates.
- x. Communicate and help Activities Director (Activities Window) with the handlings of clubs accounts.

#### **N. Class Representative (Sophomore, Junior, Senior)**

- i. Assist Class President with the planning and coordination of all class activities. This includes all necessary paperwork and approvals such as facility requests and activity request forms. Obtain administrative approval and be responsible for and all phases of activity planning and activity evaluations. Keep individual files of all activities engaged in by class in notebook in ASB room.
- ii. Be responsible for organizing and obtaining participants for class competitions and pep rallies.
- iii. Directly responsible for organizing and implementing at least 2 class fundraisers for the year, 1 each semester.
- iv. Attend and actively participate in the following committees: Events committee, Homecoming committee, Spirit committee, plus any other committee determined necessary by the Activities Director.

- v. Assist Class President with respective class Homecoming activities in the first semester.
- vi. During the second semester, the freshman class will be in charge of one major class activity of their respective council's choice.
- vii. Assist in publishing the class newsletter, informing the respective classes of upcoming events and activities.

**O. ASB Officer Minimum Requirements/General Duties**

- i. Must attend all mandatory ASB activities as defined by the Activities Director with a positive attitude.
- ii. Must maintain a personal ASB notebook which includes a calendar, leadership materials, and documents pertaining to individual duties, current ASB Code of Conduct, ASB Constitution, parliamentary meeting rules, room guidelines, and any other materials deemed necessary by Activities Director.
- iii. Must participate in leadership development activities.
- iv. Must abide by the ASB Code of Conduct on and off campus.
- v. Must be able to perform ASB duties before school, during lunch, after school, and on weekends when necessary.
- vi. Must work outside of job description to perform duties necessary to the completion of ASB-related tasks.
- vii. Must seek out ways to improve ASB and work with other ASB members to set goals and meet those goals.
- viii. Must be willing to work hard and put in extra time to make ASB an effective organization.
- ix. Must have working knowledge of Microsoft Office and demonstrate efficient time management skills.
- x. Must act as a role model and be the example for other ASB members and student body.
- xi. Must show strong verbal skills and show an ability to maintain organization.
- xii. Must show balance between being an effective leader and supporting team member.
- xiii. Must show initiative when performing ASB duties.